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ABSTRACT

This book is designed to help elementary teachers improve their classroom management techniques. It can be used alone or in conjunction with other books in the "Successful Teaching Series." Many issues covered in the book are generic and apply to both elementary and secondary teaching. Section 1, "Skillful Class Management," analyzes what constitutes effective classroom management. Section 2, "Different Views," examines different philosophies and approaches to classroom management (e.g., authoritarian, democratic, behavior modification, interpersonal relationships, and folklore). Section 3, "First Encounters," explores the very first encounters that teachers have with their new classes (e.g., preparing for entering the classroom, entering the school, entering the classroom, and opening words). Section 4, "The Two Rs: Rules and Relationships," examines rules, self-discipline and negotiation, interpersonal relationships, and rewards and punishments. Section 5, "Skills, Strategies and Decision-Making," focuses on decision making (e.g., individual and group management, time management, space management, vigilance, and student disruption). Section 6, "Developing and Enhancing Competence," looks ahead to the development of greater competence in classroom management. Several types of activities are included (discussion, written, and practical). (Contains 29 references.) (SM)

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